

### COLUMBIA BRANCH AAUW, POLICY STATEMENT

The president of the branch shall be responsible for supplying each member of the Board of Directors with a copy of this policy statement. It shall be her duty to have the policy statement reviewed every two years (in odd numbered years) and updated as necessary.

#### ORGANIZATION

In order to accomplish its goals effectively, an organization of the nature of AAUW needs a definite structure. The Branch Leaders Handbook offers a strong plan of organization and shall therefore be used as guide for procedures in this branch. Each board member should have access to a copy of the Branch Leaders Handbook. No action of the board, any committee, or branch membership may violate Association, Division, or Branch bylaws.

#### BRANCH OFFICERS AND CHAIRMEN

1. Candidates for elective offices shall be active members of the branch.
2. A Nominating Committee of three members shall be appointed by the Executive Committee each year in January. The nomination and election shall follow procedures specified in the branch bylaws. This committee shall function as a standing committee for one year.
3. New officers and branch chairmen shall be installed at the May meeting. An officer completing a term of office should orient her successor in her duties and turn over all files by July 1.

#### FINANCIAL POLICY

1. The treasurer shall be responsible for keeping records of all financial transactions and shall present a written report to the branch each quarter. She shall serve as chairman of the Finance and Budget Committee, which she may appoint. This committee will prepare a branch budget to be presented at the first meeting of the Board of Directors in a new year. The budget as approved by the board will be submitted to the branch at the October meeting to be voted on by the membership.

2. In order for the Finance Committee to have adequate time to prepare a sound budget, all board members should present requests for funds at least ten days before the first board meeting of the year. The treasurer should notify board members of the date deadline for submitting requests. (Board members are reminded that our funds are limited and, therefore, only necessary funds should be requested.) Each board member should function within the prescribed limits budgeted. Other expenses must be approved by the Executive Committee.

3. All bills shall be presented promptly to the branch treasurer by June 15 so that she may close her books by July 1.



4. The president's name and signature shall be recorded on the bank accounts of both treasurer and EFP chairman.

5. In the event that the treasurer or EFP Chairman shall be incapacitated, the president shall sign disbursements.

6. The EFP Chairman shall send notes of recognition to the immediate family of any memorials or honors given to EFP.

#### MEETINGS

1. Branch. On the third Saturday of each month from September through May at ten-thirty a.m., with necessary changes agreed upon by the board.

2. Executive Committee. A minimum of three meetings each year, with others as necessary, as called by the president.

3. Board of Directors. A Planning Day at least two weeks before the first official board meeting of the year; three regular board meetings (the first should precede the September branch meeting), as announced by the president.

4. With the approval of the branch board, the branch may co-sponsor with other organizations events that are in keeping with Association and Division policies.

#### COMMUNICATIONS

1. The branch officers and chairmen will communicate with their Division counterparts in order to carry out their specified duties effectively. Annual reports should be sent to them by deadline dates.

2. The branch president should receive annual reports from officers and chairmen at the Annual Meeting in March, at which time they will present them orally to the members.

3. The branch bulletin shall serve as the written communication for members. The bulletin editor shall edit all material submitted for publishing and mail the bulletin to members one week prior to monthly meetings. The bulletin editor shall be appointed by the president and serve as a member of the Board of Directors.

4. The Yearbook shall be available at the October meeting. The editor of the yearbook shall be the membership Vice President.

5. A Needs Assessment and Orientation shall be planned and carried out each year, using the plan in the Branch Leaders Handbook as a guide.

6. An Annual Calendar shall be prepared and made available at the beginning of the branch year.

7. The branch parliamentarian shall be available at each board and branch meeting, to assist the president.